DEPARTMENT OF BENEFIT PAYMENTS
744 P Street
Sacramento, CA 95814

August 12, 1974

ALL-COUNTY LETTER NO. 74-155

TO: ALL COUNTY WELFARE DEPARTMENTS
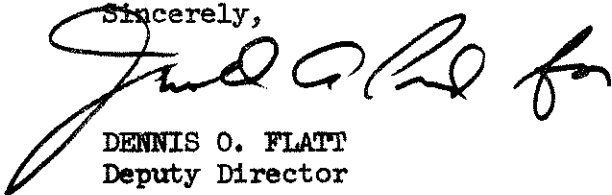
SUBJECT: NEW STATISTICAL REPORT - EMERGENCY LOANS

REFERENCE:

This Department needs a limited amount of information on the operation of the Emergency Loan program (Reg. 46-335), in order to monitor the effectiveness of county efforts to obtain collection of defaulted loans.

Attached are three copies of a monthly statistical report on Emergency Loans (with instructions on the back), which is designed to collect the information needed by the Adult Program Management and Liaison Branch in carrying out its responsibilities for the program. Reporting is to begin with the report month of August 1974 with each report due on the 20th calendar day following the report month. A small supply of forms will be sent in time for the first reports. Forms should be ordered thereafter through regular channels.

Questions concerning this new report should be directed to the Program Information Bureau at (916) 322-2230 or (ATSS) 492-2230.

Sincerely,

DENNIS O. FLATT
Deputy Director

Attachments

cc: CWDA

GEN 654 (2/74)

EMERGENCY LOANS –
MONTHLY STATISTICAL REPORT

Send one copy (by the 20th of each month) to:

Program Information Bureau
Department of Benefit Payments
744 P Street, Mail Station 12–81
Sacramento, California 95814

COUNTY
MONTH

ITEM	NUMBER (1)	AMOUNT (2)
1. Loans approved to date (cumulative, include Item 2).	_____	$ _____
2. Loans approved this month.	____*____	_____

3. Detail of loans approved this month:

	NUMBER	AMOUNT
(sum of Items 3a through 3g must equal Item 2, Column 1)	a. _____	$ 0 – $ 50
	b. _____	$ 51 – $ 75
	c. _____	$ 76 – $100
	d. _____	$101 – $125

	NUMBER	AMOUNT
e. _____		$126 – $150
f. _____		$151 – $175
g. _____		$176 – $200

ITEM	NUMBER (1)	AMOUNT (2)
4. Loans fully repaid to date (cumulative, include Item 5a)	_____	_____
5. Loan repayments during the month, total	_____	_____
a. Loans fully repaid.	_____	_____
b. Loans partially repaid	_____	_____
6. Loans submitted to State for reimbursement to date (include Item 7) . .	_____	_____
7. Loans submitted to State for reimbursement this month	_____	_____
8. Loan balances outstanding, end of month:		
TOTAL (sum of 6a through 6e below)	_____	_____
a. Less than 30 days.	_____	_____
b. 30 – 59 days	_____	_____
c. 60 – 89 days	_____	_____
d. 90 – 119 days	_____	_____
e. 120 days and over.	_____	_____
9. Loans referred to district attorney during month.	_____	_____

PERSON TO CONTACT REGARDING THIS FORM	TELEPHONE	DATE

INSTRUCTIONS

Item 1   Loans approved to date (cumulative)

Enter the number and dollar amounts of all loans approved by the county from the inception of the emergency loan program through the report month. Thus, Item 1 entries will include the corresponding Item 2 entries. Item 1 entries for the report month will ordinarily be the sum of the Item 2 entries and corresponding Item 1 entries from the preceding month's report. If there is a difference, report correct data in Item 1, and explain the discrepancy in a footnote.

When a recipient is granted several loans, each loan will be included in Item 1, Column 1.

A loan is counted as "approved" when the recipient has presented a properly prepared and signed "Emergency Payment Referral" (Form SSP 2) from the SSA District Office and has signed the affidavit of nonreceipt or loss of the SSI/SSP benefit check and the promise to repay the loan (Form SSP 3).

Item 2   Loans approved this month

Enter the number and dollar amounts of loans approved during the report month. If a cutoff date earlier than the last working day of the month is adopted for this report, the same date should be used for each month's report.

Item 3   Detail of loans approved this month

Classify each loan into one of the seven amount ranges, a through g, and enter resulting totals. Sum of entries in 3a through 3g must equal entry in Item 2, Column 1.

Item 4   Loans fully repaid to date (cumulative)

Enter the number and dollar amounts of all loans fully repaid from the inception of the emergency loan program through the report month. Thus, entries in Item 4 will include corresponding data in Item 5a. Item 4 entries for the report month will ordinarily be the sum of the Item 5a entries and corresponding Item 4 entries from the preceding month's report. If there is a difference, report correct data in Item 4 and explain in a footnote.

Item 5   Loan repayments during the month, total

Enter the number and dollar value of loan repayments during the month, classified in 5a and 5b by whether or not the repayment fully repaid the loan (5a) or whether the loan was only partially repaid, leaving an unpaid balance (5b). If a person makes more than one repayment during a month on a given loan, he should be counted only once, if possible. If an individual has more than one loan, repays one entirely and another only partially, a repayment (and the corresponding dollar amount) would be reported in 5a and in 5b.

Item 6   Loans submitted to State for reimbursement to date

Enter the number and amount of loans for which claims for reimbursement have been submitted to the State since the beginning of the Emergency Loan program. Include entries in Item 7.

Item 7   Loans submitted to State for reimbursement this month

Enter the number and amount of loans for which claims for reimbursement were submitted to the State during the report month.

Item 8   Loan balances outstanding, end of month

Enter the number of separate loans outstanding (not the number of persons owing on outstanding loans) and their dollar amounts. Classify each loan into one of the five time periods, a through e, and enter resulting totals.

Item 9   Loans referred to District Attorney during month

Enter the number and dollar amount of all loans referred to the District Attorney or other appropriate county officer during the report month. The dollar amount to be reported is the original amount of the loan, less any repayments which may have been made, that is, the loan balance outstanding.

STATE OF CALIFORNIA — HEALTH AND WELFARE AGENCY

DEPARTMENT OF BENEFIT PAYMENTS

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EMERGENCY LOANS —
MONTHLY STATISTICAL REPORT

COUNTY

MONTH

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ABD 215 (8/74)

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